

ORDER FOR SUPPLIES OR SERVICES

PAGE 1 OF 13 PAGES

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 10/20/2015		2. CONTRACT NO. (If any) EP-W-11-051		6. SHIP TO: a. NAME OF CONSIGNEE Donald Wood, COR, 202-564-8378	
3. ORDER NO. 0041		4. REQUISITION/REFERENCE NO. PR-OCSPP-15-00417			
5. ISSUING OFFICE (Address correspondence to) HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460				b. STREET ADDRESS U.S. EPA William Jefferson Clinton Bldg. 1200 Pennsylvania Ave., NW Mail Code 7201M	
				c. CITY Washington	e. ZIP CODE 20460
7. TO: a. NAME OF CONTRACTOR ENDYNA INC				f. SHIP VIA	
b. COMPANY NAME				8. TYPE OF ORDER <input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY	
c. STREET ADDRESS 1345 LANCIA DRIVE				REFERENCE YOUR: Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
d. CITY MCLEAN		e. STATE VA	f. ZIP CODE 221022203		
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE HPOD	

11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input checked="" type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input checked="" type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB				12. F.O.B. POINT Destination	
13. PLACE OF a. INSPECTION b. ACCEPTANCE		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) 10/20/2015	
16. DISCOUNT TERMS					

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: (b)(4) The contractor shall provide logistical and administrative support for the FIFRA SAP Meetings in accordance with the attached Statement of Work (SOW) and Endyna's proposal dated 24 August 2015. Continued ...					
18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
21. MAIL INVOICE TO: a. NAME RTP Finance Center						
b. STREET ADDRESS (or P.O. Box)		US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive		\$118,000.00		17(i) GRAND TOTAL
c. CITY Durham		d. STATE NC	e. ZIP CODE 27711		\$118,000.00	

22. UNITED STATES OF AMERICA BY (Signature) 10/20/2015 		23. NAME (Typed) Sharon Whitehair TITLE: CONTRACTING/ORDERING OFFICER	
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ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION

PAGE NO
2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 10/20/2015	CONTRACT NO. EP-W-11-051	ORDER NO. 0041
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p>TOCOR: Don Wood Max Expire Date: 10/19/2016 Admin Office: HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460</p> <p>Accounting Info: 15-16-B-C2A00IO-401CC2-2505-15C2SVE020-001 BFY: 15 EFY: 16 Fund: B Budget Org: C2A00IO Program (PRC): 401CC2 Budget (BOC): 2505 DCN - Line ID: 15C2SVE020-001 Period of Performance: 10/20/2015 to 10/19/2016</p> <p>The contractor shall provide logistical and administrative support for the FIFRA SAP Meetings in accordance with the attached Statement of Work (SOW) and Endyna's proposal dated 24 August 2015. Due to budget constraints, this task order is capped at \$118,000.00.</p>				118,000.00	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$118,000.00

Statement of Work

Contractor Support of FIFRA SAP Meetings

Contract Number: EP-W-11-051

Task Order: 0041

Period of Performance: October 19, 2015 to October 18, 2016

EPA Contacts: Alisa Fisher, PO, 202-564-2122
Don Wood, COR, 202-564-8378
Sharon Whitehair, CO, 202-564-4764

I. BACKGROUND: The FIFRA Scientific Advisory Panel (SAP) will convene up-to six (6) times in 2016 (under authority of Section 25(d) of the Federal Insecticide, Fungicide, and Rodenticide Act, as amended by the Food Quality Protection Act of 1996) to provide comments and recommendations on pesticides and pesticide-related issues. Each meeting usually last three-to-four days and typically includes fifteen (15) to twenty (20) scientific experts. The Federal Advisory Committee Act (FACA) requires these meetings be open to the public and that all materials used to support these meetings be publicly available.

2016 Meetings (Subject to change and/or cancellation):

Meeting 1 – topic to be determined
Meeting 2 – topic to be determined
Meeting 3 – topic to be determined
Meeting 4 – topic to be determined
Meeting 5 – topic to be determined
Meeting 6 – topic to be determined

II. SCOPE: The contractor shall, at the direction of the COR, provide administrative and logistical support for the FIFRA SAP Meetings. This includes:

- 1) Arranging room blocks for SAP panelists at hotels closest to meeting site at One Potomac Yard, 2777 S. Crystal Drive, Arlington, VA 22202.
- 2) Contracting for a hotel meeting space and work room if government space is not available for each meeting. The contractor shall ensure that each facility used, along with being the best value to the government, is as "green" as possible. Consequently, the contractor shall complete and submit the green facility checklist with each work plan submitted.

- 3) Arranging travel for participants, using CONCUR travel software for making airline reservations and creating official travel authorizations and travel vouchers.
- 4) Distributing copies of all materials needed to support the meeting, and, as needed, copy and ship by UPS meeting materials and documents, presentation materials from the meeting, and public comments to FIFRA SAP Panel members and the COR; and
- 5) Providing administrative support at the meeting.

The contractor shall submit a work plan and cost proposal within ten (10) days of receipt of this statement of work (SOW). This work plan shall provide the following:

- An approach for accomplishing this SOW
- A schedule of deliverables
- Staffing plan
- Green facility checklist

III. REQUIREMENTS FOR MEETING PLANNING: The contractor shall perform the following tasks for each meeting. The contractor shall be available to communicate with the COR, either by telephone or in person as necessary to discuss the progress of the task order. The contractor shall fully review work products prior to submitting them to EPA in accordance with their company's quality assurance procedures.

Task 1 - Travel Arrangements:

For each meeting, using CONCUR, EPA's web-based travel, the contractor shall correspond with the Panel members to determine their desired arrival and departure dates/times and then proceed with booking their airfare arrangements. All airfare reimbursement costs associated with the Panel members' travel will be incurred directly by Agency, and that all travel shall be according to government travel regulations.

Task 2 - Preparation of Travel Authorizations:

For each meeting, under the direction of the COR, and working with a list of panel members provided by the COR, the contractor shall prepare Travel Authorizations using the Agency's CONCUR software, and shall review all travel authorizations before they are submitted to EPA to ensure that the forms are filled out properly and that all appropriate expenses are identified.

Task 3 - Badges, Signs and Agendas:

For each meeting, the contractor shall prepare name badges; desk signs; copies of the agenda, panel member lists, sign-in sheets and other documents required for the meeting.

Task 4 - Meeting Participation:

For each meeting, the contractor shall:

- a.) Provide a Conference/Project Manager to meet with EPA's staff the afternoon before the beginning of the SAP meeting to review the setup of the meeting room and breakout room and provide folders, badges and placards for EPA review. He/she shall be present for the first two hours of the SAP meeting to oversee the set-up and start of the meeting, and shall send additional staff to the SAP meeting, if necessary;
- b.) At the end of the meeting and/or writing session, provide two people to help change travelers' airline tickets, if necessary, and pack up;
- c.) Provide a junior coordinator to administer receptionist services during the course of the meeting to register attendees, provide Agenda and Panel member roster, copy material, and provide typing assistance;
- d.) Collect copies of all meeting presentation materials at the meeting and provide the COR a list of all public presenters, with their affiliations, at the end of the meeting
- e.) Make two (2) copies of all presentations collected from the meeting. shall prepare and process travel vouchers within five (5) days of receiving travel expense information from EPA;
- f.) Review all travel vouchers before they are submitted to EPA to ensure that the forms are filled out properly and that all appropriate expenses are identified; and,
- g.) Arrange or change travel arrangements for panel members, as required, through the EPA-identified travel agency.

Task 5 - Audio recordings:

For each meeting, the contractor shall make all arrangements to have the sessions audio-recorded by a professional audio technician, and provide the COR with 2 complete sets of compact disks within 5 business days of the end of the meeting.

Task 6 - Post-Meeting Tasks:

For each meeting, the contractor shall complete travel vouchers for meeting participants using EPA's travel software CONCUR.

Task 7 - Provide for Meeting Transcription:

When transcription is needed, the contractor shall provide onsite reporting services and produce a verbatim transcript of meeting proceedings. The contractor shall arrange to have transcript services for up-to three meetings. The contractor shall arrange to have transcripts of the meeting provided to EPA within 10 business days of the meeting. The transcriber is responsible for recording the meeting on his/her own equipment.

IV. OPTIONAL TASK

(NOTE: Reserve Meeting Sites if Government Space is not available)

The contractor shall:

- a) Conduct a search for facilities with meeting rooms that will comfortably accommodate up to 100 to 150 participants;
- b) Prior to entering into a formal agreement with any of the facilities, the proposed venue (including a description of the facility, its amenities, and associated costs) shall be submitted to the COR for review to ensure adherence to the technical requirements of the task order. Upon consent from the COR, the contractor shall reserve the meeting space.

The meeting room shall be arranged theater style with a head table for up to 36 people. In addition to the main conference room, the contractor shall arrange for a smaller work room, available at 2:00 p.m. the afternoon prior to the convening of the meeting. The work room shall contain a work table and up to 20 chairs; a separate work area for a computer setup, a copying machine (if requested by the COR) and 2 telephones with long distance capability. One telephone will be for an internet connection and the other will be kept free for incoming calls. Telephone charges shall be added to the cost of the contract. The contractor shall make all arrangements to have the sessions audio-recorded by a professional audio technician, and provide the COR with 2 complete sets of compact disks within 5 business days of the end of the meeting.

V. SCHEDULE OF DELIVERABLES

1. Reserve meeting sites - Beginning of task order, issuance of a modification, and/or upon request.
2. Prepare contracts for meeting sites at least 60 days prior to meeting or as meeting space is reserved, make travel arrangements for consultants.
3. Approximately 1 month prior to meeting and provide hotel with list of travelers needing sleeping rooms as required by the selected hotel.
4. Prepare and coordinate Travel Authorizations 3 weeks prior to meeting.
5. Make provision for audio visual equipment for each meeting 3 weeks prior to meeting. If requested, have copy machine delivered to meeting space 1 day before the meeting.
6. Prepare and copy materials (agenda, panel lists, name badges, placards, etc) 1 day prior to meeting.
7. Collect travel and hotel receipts and travel worksheets during the meeting, if provided by consultants.
8. Collect and make 2 copies of presentations and public comments during the meeting.
9. Provide 2 copies of CDs of meeting audio to COR within five days of conclusion of meeting.
10. Provide onsite transcription services and submit meeting transcript within 10 days of conclusion of meeting.
11. Prepare and process travel reimbursement documents within 5 days of receipt of travel worksheet from EPA.

ORDER FOR SUPPLIES OR SERVICES

PAGE 1 OF 13 PAGES

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1. DATE OF ORDER 09/29/2015		2. CONTRACT NO. (If any) EP-W-11-051		6. SHIP TO: a. NAME OF CONSIGNEE Donald Wood, COR, 202-564-8378	
3. ORDER NO. 0042		4. REQUISITION/REFERENCE NO. PR-OCSPP-15-00380			
5. ISSUING OFFICE (Address correspondence to) HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460				b. STREET ADDRESS U.S. EPA Headquarters William Jefferson Clinton Bldg. 1200 Pennsylvania Ave., NW Mail Code 7201M	
				c. CITY Washington	e. ZIP CODE 20460
7. TO: a. NAME OF CONTRACTOR ENDYNA INC				f. SHIP VIA	
b. COMPANY NAME				8. TYPE OF ORDER <input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY	
c. STREET ADDRESS 1345 LANCIA DRIVE				REFERENCE YOUR: Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
d. CITY MCLEAN		e. STATE VA	f. ZIP CODE 221022203		
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE HPOD	

11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input checked="" type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input checked="" type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB				12. F.O.B. POINT Destination	
13. PLACE OF a. INSPECTION		b. ACCEPTANCE		14. GOVERNMENT B/L NO.	
				15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) 10/01/2015	
16. DISCOUNT TERMS					

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: (b)(4) The contractor shall provide logistical and administrative support for the "Chemical Safety Advisory Committee (CASC) Meetings" with a period of performance of 01 October 2015 through 30 September 2016. The total Continued ...					
SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT	19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
	21. MAIL INVOICE TO:				\$126,748.00	
	a. NAME RTP Finance Center					17(i) GRAND TOTAL
	b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive					
	c. CITY Durham		d. STATE NC	e. ZIP CODE 27711		

22. UNITED STATES OF

AMERICA BY (Signature)

09/29/2015

ELECTRONIC SIGNATURE

23. NAME (Typed)

Sharon Whitehair

TITLE: CONTRACTING/ORDERING OFFICER

ORDER FOR SUPPLIES OR SERVICES

SCHEDULE - CONTINUATION

PAGE NO
2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 09/29/2015	CONTRACT NO. EP-W-11-051	ORDER NO. 0042
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0025	<p>obligated amount for this task order is \$126,748.00. TOCOR: Donald Wood Max Expire Date: 07/31/2016 Admin Office: HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460</p> <p>Accounting Info: 15-16-B-69A-401CD6-2505-TPCARDZ-1569AC5054-001 BFY: 15 EFY: 16 Fund: B Budget Org: 69A Program (PRC): 401CD6 Budget (BOC): 2505 Cost: TPCARDZ DCN - Line ID: 1569AC5054-001 Period of Performance: 10/01/2015 to 07/31/2016</p> <p>Contractor Support for the "Chemical Safety Advisory Committee (CASC) Meetings" to be held beginning 01 October 2015 through 30 September 2016, in accordance with Endyna's revised proposal dated 16 September 2015.</p>				126,748.00	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$126,748.00

Statement of Work

Contractor Support for Chemical Safety Advisory Committee (CSAC) Meetings

Contract Number: EP-W-11-051

Task Order: 42

Period of Performance: October 1, 2015 to September 30, 2016

EPA Contacts: Alisa Fisher, PO, 202-564-2122
Don Wood, COR, 202-564-8378
Sharon Whitehair, CO, 202-564-4764

BACKGROUND: The Chemical Safety Advisory Committee (CSAC) was established under the Toxic Substances Control Act (TSCA), 15 U.S.C. 2601 *et seq.*, and the Pollution Prevention Act (PPA), 42 U.S.C. 13101 *et seq.*. The Committee will convene up-to five times in FY 2016 to provide advice and recommendations on the scientific basis for risk assessments, methodologies, and pollution prevention measures or approaches. Each face-to-face (F2F) meeting usually lasts 2 days and typically includes 10 to 15 scientific experts. The Federal Advisory Committee Act (FACA) requires these meetings be open to the public and that all materials used to support these meetings be publicly available.

ADDITIONAL INFORMATION: Transcription services provided by the contractor may be required for up-to four of the estimated five CSAC meetings. Additionally, several of the CSAC meetings will be virtual (webinar/teleconference) and meeting(s) may be held at an alternate location within the Washington, DC metropolitan area if EPA meeting space is unavailable.

2015-2016 Meeting Dates (Subject to change and/or cancellation)

- Meeting 1 - CSAC Orientation Meeting (F2F)
- Meeting 2 - TSCA Work Plan Chemical X1 Kick-off Meeting (F2F)
- Meeting 3 - TSCA Work Plan Chemical X1 Peer Review Meeting (F2F)
- Meeting 4 - TSCA Work Plan Chemical X2 Peer Review Meeting (F2F)
- Meeting 5 - Virtual webinar/teleconference

SCOPE: The contractor shall, at the direction of the Task Order Project Officer (COR), provide administrative and logistical support for the TSCA CSAC Meetings. This includes:

1. Arranging room blocks for CSAC panelists at hotels closest to meeting site at One Potomac Yard, 2777 S. Crystal Drive, Arlington, VA 22202.

2. Contracting for a hotel meeting space and work room if government space is not available for each meeting. The contractor shall ensure that each facility used, along with being the best value to the government, is as "green" as possible. Consequently, the contractor shall complete and submit the green facility checklist with each work plan submitted.

3. Arranging travel for participants, using CONCUR travel software for making airline reservations and creating official travel authorizations and travel vouchers.

3. Disseminating (electronically) all materials needed to support the meeting, which includes establishing and maintaining a meeting website for participant registration with capabilities of retaining meeting documents for public viewing. The contractor will also, as needed, copy and ship by UPS meeting materials and documents, presentation materials from the meeting, and public comments to TSCA CSAC Panel members and the COR.

4. Providing administrative support at the meeting.

The contractor shall submit a work plan and cost proposal within 10 days of receipt of this statement of work (SOW). This work plan shall provide the following:

- An approach for accomplishing this SOW
- A schedule of deliverables
- Staffing plan
- Green facility checklist

Task Summary

Task 1:	Travel Arrangements
Task 2:	Preparation of Travel Authorizations
Task 3:	Establish Meeting Registration website, Badges, Signs and Agendas
Task 4:	Meeting Support
Task 5:	Webinar/Teleconference Coordination and Audio recordings
Task 6:	Post-Meeting Activities
Task 7:	Prepare Meeting Transcription (when applicable)
Task 8:	Reserve Meeting Sites if Government Space is not available (Optional)

REQUIREMENTS for MEETING PLANNING for TASKS 1 thru 8: The contractor shall perform the following tasks for each meeting. The contractor shall be available to communicate with the COR, either by telephone or in person as necessary to discuss the progress of the task order. The contractor shall fully review work products prior to submitting them to EPA in accordance with their company's quality assurance procedures.

Task 1 – Travel Arrangements

For each meeting, using CONCUR, EPA's web-based travel, the contractor shall correspond with the Panel members to determine their desired arrival and departure dates/times and then proceed with booking their airfare arrangements. All airfare reimbursement costs associated with the Panel members' travel will be incurred directly by Agency, and that all travel shall be according to government travel regulations.

Task 2 - Preparation of Travel Authorizations

For each meeting, under the direction of the COR, and working with a list of panel members provided by the COR, the contractor shall prepare Travel Authorizations using the Agency's CONCUR software, and shall review all travel authorizations before they are submitted to EPA to ensure that the forms are filled out properly and that all appropriate expenses are identified.

Task 3 – Establish Meeting Registration website, Badges, Signs and Agendas

For each meeting, the contractor shall establish a meeting website for participant registration and meeting material(s) repository; prepare name badges; desk signs; copies of the agenda, panel member lists, on-site registration/sign-in sheets and other documents required for the meeting.

Task 4 - Meeting Support

For each meeting, the contractor shall:

- a.) A Senior Meeting Coordinator will be available to meet with EPA staff the afternoon before the beginning of the CSAC meeting to review the setup of the meeting room and breakout room and provide folders, badges and placards for EPA review. He/she shall be present for the first two hours of the CSAC meeting to oversee the set-up and start of the meeting, and shall send additional staff to the CSAC meeting if necessary;
- b.) At the end of the meeting and/or writing session, provide two people to help change travelers' airline tickets, if necessary, and pack up;
- c.) Provide receptionist service during the course of the meeting to register attendees, provide Agenda and Panel member roster, copy material, and provide typing assistance;
- d.) Collect copies of all meeting presentation materials at the meeting and provide the COR a list of all public presenters, with their affiliations, at the end of the meeting
- e.) Provide 2 copies of all presentations collected from the meeting. shall prepare and process travel vouchers within 5 days of receiving travel expense information from EPA;
- f.) Review all travel vouchers before they are submitted to EPA to ensure that the forms are filled out properly and that all appropriate expenses are identified; and,
- g.) Arrange or change travel arrangements for panel members, as required, through the EPA-identified travel agency.

Task 5 – Webinar/Teleconference Coordination and Audio recordings

For the face-to-face meetings, the contractor shall arrange to have all sessions audio-recorded by a professional audio technician, and provide the COR with 2 complete sets of compact disks within 5 business days of the end of each meeting.

Task 6- Post-Meeting Activities

For each meeting, the contractor shall complete travel vouchers for meeting participants using EPA's travel software, CONCUR.

Task 7 – Prepare Meeting Transcription (when applicable)

When transcription is needed, the contractor shall provide onsite reporting services and produce a verbatim transcript of meeting proceedings. The contractor shall arrange to have transcript services for up-to three meetings during 2016 fiscal year. The contractor shall arrange to have transcripts of the meeting provided to EPA within 10 business days of the meeting. The transcriber is responsible for recording the meeting on his/her own equipment.

Task 8: Reserve Meeting Sites if Government Space is not available (Optional)

The contractor shall: a.) conduct a search for facilities with meeting rooms that will comfortably accommodate up to 100 to 150 participants; b.) prior to entering into a formal agreement with any of the facilities, the proposed venue (including a description of the facility, its amenities, and associated costs) shall be submitted to the COR for review to ensure adherence to the technical requirements of the task order. Upon consent from the COR, the contractor shall reserve the meeting space.

The meeting room shall be arranged theater style with a head table for up to 36 people. In addition to the main conference room, the contractor shall arrange for a smaller work room, available at 2:00 p.m. the afternoon prior to the convening of the meeting. The work room shall contain a work table and up to 20 chairs; a separate work area for a computer setup, a copying machine (if requested by the COR) and 2 telephones with long distance capability. One telephone will be for an internet connection and the other will be kept free for incoming calls. Telephone charges shall be added to the cost of the contract. The contractor shall make all arrangements to have the sessions audio-recorded by a professional audio technician, and provide the COR with 2 complete sets of compact disks within 5 business days of the end of the meeting.

Schedule of Deliverables

Deliverable Items

1. Reserve meeting sites
 - Beginning of task order, issuance of a modification, and/or upon request

2. Prepare contracts for meeting sites
 - At least 60 days prior to meeting or as meeting space is reserved
3. Establish Meeting Registration Website with meeting material(s) repository capabilities
 - At least 45 days prior to meeting
4. Make travel arrangements for consultants
 - Approximately 1 month prior to meeting
5. Provide hotel with list of travelers needing sleeping rooms
 - As required by hotel
6. Prepare and coordinate Travel Authorizations
 - 3 weeks prior to meeting
7. Make provisions for Webinar/teleconference requirements and audio visual equipment for each meeting
 - 3 weeks prior to meeting
8. If requested, have copy machine delivered to meeting space
 - 1 day before the meeting
9. Prepare and copy materials (agenda, panel lists, name badges, placards, etc).
 - 1 day prior to meeting
10. Collect travel and hotel receipts and travel worksheets
 - during the meeting, if provided by consultants
11. Collect and make 2 copies of presentations and public comments
 - during the meeting
12. Provide 2 copies of CDs of meeting audio to COR
 - within five days of conclusion of meeting
13. Provide onsite transcription services and submit meeting transcript
 - within 10 days of conclusion of meeting
14. Prepare and process travel reimbursement documents
 - within 5 days of receipt of travel worksheet from EPA

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES
1 13

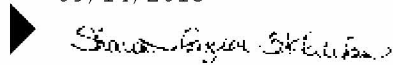
IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 09/14/2015		2. CONTRACT NO. (If any) EP-W-11-051		6. SHIP TO: a. NAME OF CONSIGNEE Wanda Hall, COR, 703-347-8448	
3. ORDER NO. 0043		4. REQUISITION/REFERENCE NO. PR-OCSPP-15-00369			
5. ISSUING OFFICE (Address correspondence to) HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460				b. STREET ADDRESS U.S. EPA William Jefferson Clinton Bldg. 1200 Pennsylvania Ave., NW Mail Code 1506P	
				c. CITY Washington	e. ZIP CODE 20460
7. TO: a. NAME OF CONTRACTOR ENDYNA INC				f. SHIP VIA	
b. COMPANY NAME				8. TYPE OF ORDER <input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY	
c. STREET ADDRESS 1345 LANCIA DRIVE				REFERENCE YOUR: Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
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16. DISCOUNT TERMS					

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)	
	DUNS Number: (b)(4) Logistical and Administrative Support for the 2015 North American Free Trade Agreement (NAFTA) Technical Working Group on Pesticides Meeting TOCOR: Wanda Hall Max Expire Date: Continued ...						
18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)	
21. MAIL INVOICE TO: a. NAME RTP Finance Center b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive c. CITY Durham d. STATE NC e. ZIP CODE 27711							
						\$97,849.00	17(i) GRAND TOTAL
						\$97,849.00	

22. UNITED STATES OF AMERICA BY (Signature) 		09/14/2015		23. NAME (Typed) Sharon Whitehair TITLE: CONTRACTING/ORDERING OFFICER	
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ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION

PAGE NO
2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 09/14/2015	CONTRACT NO. EP-W-11-051	ORDER NO. 0043
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0025	<p>11/16/2015 Admin Office: HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460</p> <p>Accounting Info: 15-16-B-32P008X-401CJ3-2584-QF-J3P07FM-1532F ED003-001 BFY: 15 EFY: 16 Fund: B Budget Org: 32P008X Program (PRC): 401CJ3 Budget (BOC): 2584 Job #: QF Cost: J3P07FM DCN - Line ID: 1532FED003-001 Period of Performance: 09/14/2015 to 11/16/2015</p> <p>Logistical and Administrative Support for the 2015 National Free Trade Agreement Technical Working Group on Pesticides Meeting to be held November 03-05, 2015 in Raleigh/Durham, North Carolina. Pricing is in accordance with Endyna's proposal dated 24 August 2015</p> <p>Total Obligated Amount: \$ 97,849.00</p> <p>Logistical and Administrative Support for the 2015 North American Free Trade Agreement (NAFTA) Technical Working Group on Pesticides Meeting in accordance with the attached Statement of Work and Endyna's proposal dated 24 August 2015</p>				97,849.00	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$97,849.00

STATEMENT OF WORK
Contract Number: EP-W-11-051
Task Order Number: 43

Title: 2015 North American Free Trade Agreement Technical Working Group on Pesticides Meeting

Period of Performance: August 28, 2015 - November 16, 2015

Primary COR: Wanda Hall
hall.wanda@epa.gov
Tel: 703-347-8448

Alternate COR: Kathryn Boyle
boyle.kathryn@epa.gov
Tel: 703-305-6304

Project Officer: Alisa Fisher
Fisher.alisa@epa.gov
202-564-2122

Contracting Officer: Sharon Whitehair
Whitehair.sharon@epa.gov
202-564-4764

1. BACKGROUND

The North American Free Trade Agreement (NAFTA) Technical Working Group (TWG) on Pesticides was established in 1997 to streamline certain pesticide shipments between Canada, Mexico, and the United States. Its primary objective is to develop relevant and cost-effective pesticide regulation and trade among the three countries and meet the environmental, ecological, and human health objectives of NAFTA. TWG partners address trade issues, national regulatory and scientific capacity, governmental review burden, and coordination of regulatory decision making and industry burden reduction.

There are two NAFTA TWG on Pesticides meetings a year: a government-only meeting with the Executive Board and other regulatory officials, and a government-stakeholder meeting with the Executive Board, regulatory officials, and interested stakeholders such as growers, industry, and public interest groups. The public is consulted in advance of these meetings to identify topics of interest, and public meeting summaries are published to report on key outcomes from the meetings.

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2. PURPOSE

The 2015 NAFTA TWG on Pesticides government-stakeholder meeting brings together representatives and experts from the three NAFTA governments and interested stakeholders to discuss pesticide issues as they relate to the North American Free Trade Agreement. In 2015, EPA's Office of Pesticide Programs will host the workshop in Raleigh/Durham, North Carolina.

The purpose of this work assignment is to provide for logistical and administrative support to the Office of Pesticide Programs before, during, and after the NAFTA TWG Meeting, to be held November 03-05, 2015 in Raleigh/Durham, North Carolina. EPA anticipates attendance between 50-200 participants, varying by meeting days (days one and three ~50 attendees and on day two, ~200 attendees). Day three will be a site visit for approximately 50 participants. Attendees will include government representatives and scientific experts, and representatives from nongovernmental organizations including environmental groups, grower groups, and industry.

3. SCOPE OF WORK

This performance work statement describes EPA requirements regarding services to be rendered by the contractor for the NAFTA TWG on Pesticides Meeting. The contractor shall make all necessary arrangements and provide services including skilled staffing, equipment, transportation, meals, and props, as specified, (e.g., large protocol flags for the USA, Mexico and Canada, small table flags for the represented countries, as well as floor and table stands for the flags and country placards will be needed) to hold a 3 day international meeting in Raleigh/Durham, North Carolina during November 03-05, 2015. Activities the Contractor shall perform under this work assignment may include (but are not limited to) the following:

Task 1: Consultation with Work Assignment Contracting Officer's Representative, Work Plan Development, and Work Assignment Management

Subtask 1.A: Consultation with Work Assignment Contracting Officer's Representative

The Contractor shall hold an initial consultation with the Work Assignment Contracting Officer's Representative (WA COR) to discuss the vision for this task order and clarify any outstanding questions. The meeting will also serve to hone the anticipated support needed and more precisely focus the associated timeline.

Subtask 1.B: Work Plan Development

Subtask 1.B.1: Work Plan and Budget Sent to EPA for Review

The Contractor shall develop and submit to EPA for consideration a work plan to address the Statement of Work for this work assignment. The work plan shall include the proposed technical approach, staffing plan, budget, and deliverables schedule for each task and subtask under this work assignment.

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Subtask 1.B.2: Final Work Plan and Budget

If the Contract Level COR requests revisions, the Contractor shall prepare a revised work plan, incorporating the CO's comments, if required.

Subtask 1.C: Work Assignment Management

Subtask 1.C.1: Progress Reports

The Contractor shall prepare and submit to EPA monthly technical and financial progress reports in conformance with the requirements of the contract.

Subtask 1.C.2: Communication

The Contractor shall maintain weekly or daily communication with the WA COR, via email and/or phone, to discuss the status of ongoing work and project funding. The Contractor shall meet the WA COR on a monthly basis or more frequently as the NAFTA TWG Meeting approaches.

Task 1 Deliverables	Due
1.A: Consultation with Work Assignment COR	Within 5 business days after receipt of work assignment
1.B.1: Work Plan and Budget Sent to EPA for Review	Within 15 calendar days of receipt of work assignment
1.B.2: Final Work Plan and Budget	Within 5 calendar days of receipt of CO's comments
1.C.1: Monthly Progress Reports	By the 15 th of each month
1.C.2: Communication on Status of Project	Weekly or more frequently

Task 2: Meeting Facilities

Subtask 2.A: Arrange for Meeting and Sleeping Rooms and Enter into Contract with Hotel/Meeting Facility

The Contractor shall work with staff of the hotel selected by the EPA and the WA COR to finalize all facility (i.e., sleeping rooms, meeting space and related services) and administrative support arrangements to accommodate the needs of the NAFTA TWG meeting. The contractor shall meet with the WA COR via teleconference or in person at the EPA OPP offices during the life of the contract and planning stages for the meeting.

The Contractor shall reserve public meeting facilities with the appropriate capacity and appointments (such as audio-visual equipment, seating, speakers, and display tables, handicapped access) to serve the needs of the EPA and the meeting participants. The meeting venue, guest rooms, transportation, presentations, and public facilities shall meet the requirements of the Americans with Disabilities Act (ADA).

STATEMENT OF WORK
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The Contractor shall negotiate and sign a contract with the selected hotel, securing a block of sleeping rooms at a reduced government rate for government meeting participants, as well as an additional block of sleeping rooms at a reduced rate for other, non-governmental stakeholders (if not already completed by EPA). The contract will include information such as room rates, the number of rooms reserved for each block of sleeping rooms, the number of nights the rooms in each block is available, check in/check out times, the code(s) that meeting participants must use to receive the reduced rate(s), and standard cancellation, attrition, and other pertinent clauses. After the contract is finalized, the Contractor will maintain frequent e-mail and phone contact with the hotel to ensure that the blocked rooms for the meeting are being reserved. The hotel will ensure that the reservations experience of meeting participants is a seamless one.

The bills for the sleeping rooms will be paid by the participants. Meeting attendees will be responsible for making their own reservations, forwarding required deposits, and establishing credit with the hotel in accordance with the guidance and cutoff dates to be specified in the registration form. The Contractor shall keep an updated reservation list, and shall work with the hotel to receive this information, including name of participant, arrival date, and departure date. The Contractor shall crosscheck this information against participant registration received through the meeting registration Web site (see Task 5.A) and keep EPA informed of hotel and meeting registration progress and status.

Subtask 2.B: Audiovisual Equipment, Printers and Extra Laptop Computers

The Contractor shall arrange for audiovisual (A/V) equipment, as well as printing and copying services, and will arrange for the availability of 3 laptops with wireless internet access to be accessible to the government officials and EPA meeting coordinators. Further, the Contractor shall ensure that all equipment in the meeting rooms are installed and operational prior to and during the three day meeting. The Contractor shall provide on-site services needed by meeting speakers/presenters, such as loading their presentations/documents onto the LCD projector, advancing their slides, copying/distributing hard copy handouts, and other miscellaneous logistical or A/V needs.

The Contractor shall provide a Conference/Project Manager to meet with EPA's staff the afternoon before the beginning of the NAFTA meeting to review the setup of the meeting rooms and any meeting handouts, badges, placards and flags for EPA review. He/she shall be present for the first two hours of the meeting to oversee the set-up and start of the meeting, and shall send additional staff to the NAFTA meeting if necessary.

Subtask 2.C: Make Meeting as "Green" as Possible

The contractor shall follow the contract EPAAR clause 1552.223-71, EPA Green Meetings and conferences. More information about EPA's Green Meetings initiative may be found on the internet at <http://www.epa.gov/oppt/greenmeetings/>.

The Contractor shall work with EPA's chosen hotel to make the meeting as "green" as possible , including, but not limited to, the provision of recycling containers for cans, bottles, paper, etc.

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power saver features on leased equipment, and other pollution prevention techniques acceptable to both the hotel and EPA. The Contractor shall provide for badge and name tent recycling. The Contractor shall complete and submit the green facility checklist with each workplan submitted.

Task 2 Deliverables	Due/Time per Deliverable
2.A: Arrange for Meeting and Sleeping Rooms and Enter into Contract with Hotel/Meeting Facility	Within 2 weeks after an appropriate facility is selected by EPA
2.B: Audiovisual Equipment, Printers and Laptops	November 2-5, 2015 (setup to start the day before the first day of the meeting)
2.C: Work with Hotel to Make Meeting as “Green” as Possible	Ongoing

Task 3: Preparation for Meeting Presentations

Subtask 3.A: Provide Meeting Audio Recording and/or Transcription

Subtask 3.A.1 Audio Recording

The contractor shall make all arrangements to have the 3 sessions of the meeting audio-recorded by a professional audio technician, and provide the WA COR with 2 complete sets of compact disks within 5 business days of the end of the meeting.

Subtask 3.A.2 Transcription

If determined that transcription is needed, the contractor shall provide onsite reporting services and produce a verbatim transcript of meeting proceedings. The contractor shall arrange to have transcripts of the meeting provided to EPA within 10 business days of end of the meeting. The transcriber is responsible for recording the meeting on his/her own equipment.

Subtask 3.B: Provide Copies and Printouts as Needed

The Contractor shall work closely with the WA COR to produce any meeting handouts or copies requested at the meeting. If public briefing books are developed, the Contractor shall ship them to the hotel no later than 1 week before the meeting for on-site distribution to the meeting participants.

Task 3 Deliverables	Due/Time per Deliverable
3.A.1: Recording of Meeting	Within 5 business days of the end of the meeting
3.A.2: Transcription	Within 10 business days of end of the meeting
3. B: Copy and Print	As needed, during meeting

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Task 4: Meeting Registration

Subtask 4.A: Develop & Maintain Web Page for On-line Registration and Other Meeting Information

The Contractor shall provide a junior coordinator to administer receptionist services during the course of the meeting to register attendees, provide agenda and government official roster, copy material, typing assistance, develop and receive registration forms, and maintain an on-going list of registered participants.

The Contractor shall collect copies of all meeting presentation materials at the meeting and provide the COR a list of all public presenters, with their affiliations, at the end of the meeting. EPA will send out the registration forms requesting each participant's name, title, affiliation, telephone, fax, email, mailing address, stakeholder group (industry, grower, public interest group), and whether the participant will require interpretation services during the meeting.

The Contractor shall assemble and include the following meeting-related information on the registration form: relevant logistical information, hotel reservation instructions, reservation deadlines, directions, and public transportation options to the hotel, draft agendas, and other appropriate information. The Contractor will incorporate the logo of the NAFTA TWG prominently into the design of the registration form.

Subtask 4.A.1: Draft NAFTA TWG Registration Form

The Contractor shall submit the draft registration form to the WA COR for review and comment.

Subtask 4.A.2: Final NAFTA TWG Registration Form

Following receipt of WA COR comments, the Contractor shall revise the registration form to produce a final meeting-registration form. The participants will then contact the Contractor with their completed registration forms, which the Contractor will log into a meeting response database.

Subtask 4.A.3: Final Participant List

Within a week following the NAFTA TWG meeting, the Contractor shall furnish to the WA COR a final list of participants who attended the meeting, including those who attended the field trip.

Subtask 4.B: Prepare Participant Name Badges and Name Tents

The Contractor shall furnish name badges for all registered participants (including name, affiliation, and country), name tents for government officials, and directional signage. The Contractor shall have the on-site capability of producing additional or corrected name badges and name tents. The Contractor will use the NAFTA TWG logo furnished by the WA COR for designing the name badges and name tents, an example of which will be provided to the WA COR for approval at least 3 weeks prior to the meeting. A list of registered participants shall be handed out as part of the meeting registration process. As participants arrive, the Contractor shall ensure that each participant verifies their contact information from the participant list and then distribute

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name badges (including handouts and/or briefing books) to the participants.

Task 4 Deliverables	Due/Time per Deliverable
4.A: Develop & Maintain Web Page for On-line Registration and Other Meeting Information	Within 60 days prior to NAFTA TWG Meeting
4.A.1: Draft NAFTA TWG Registration Form	Within 45 days prior to NAFTA TWG Meeting
4.A.2: Final NAFTA TWG Registration Form	Within 30 days prior to NAFTA TWG Meeting
4.A.3: Final Participant List	November 13, 2015 - 1 week following the NAFTA TWG Meeting
4.B: Participant Name Badges and Name Tents	Within 21 days prior to NAFTA TWG Meeting

Task 5: On-Site Meeting Support

Subtask 5.A: Staffing and On-Site Logistical Support

The Contractor shall provide appropriate number of staff members to support all on-site logistical activities. The Contractor personnel will staff a registration desk and manage a message/information center, monitor the operation of A/V equipment, ensure that all meeting facilities are properly arranged and that all support services are coordinated and efficiently provided, interact with WA COR and hotel staff, create and strategically place directional signage at the hotel, and provide overall management of logistical concerns. At the request of the WA COR, the Contractor shall arrange electrical and communication hook-ups at the registration desk for copying machines and laptops. The Contractor shall work with the hotel to ensure that sufficient electrical power and communications connections are provided in each meeting room.

Subtask 5.B: Arrange for Ground Transportation for Site Visit

The Contractor shall arrange for ground transportation for approximately 50-60 people to attend an Off-Site Visit on the evening of Day 2 (04 NOV 2015), and afternoon of Day 3 (05 NOV 2015). Should the number of participants for the site visit vary significantly from this initial estimate, the size and type of charter bus may need to be altered. The location, duration, and other details will be provided by the WA COR.

Task 5 Deliverables	Due/Time per Deliverable
5.A: Staffing and On-Site Logistical Support	Starting the day before Day 1 of the meeting, through Day 3
5.B: Contract for Ground Transportation for Site Visit	Within 45 days prior to NAFTA TWG Meeting

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Task 6: English / Spanish Interpretation Services and Equipment Procurement

EPA would like cost estimates for English/Spanish interpretation services to be included as an optional service. English/Spanish interpretation services and related procurement of equipment for such services as will be required during the three day meeting. Equipment shall include appropriate interpreters' booth, headsets for up to 200 participants, and any other audio equipment needed for interpretation services.

The contractor shall secure English/Spanish simultaneous interpretation services in order to provide seamless interpretation services to all meeting participants during which such services are required by EPA. The Contractor shall also provide English/Spanish interpreters on Meeting Day 3 to accompany government delegates on the afternoon field trip to North Carolina State University.

Subtask 6.A.1: Meet with Technical Experts and Selected Interpreters

EPA's technical expert will need to have brief informational discussions with the selected interpreters **45 days** prior to the meeting. The contractor will provide the interpreters with participant books, agendas and any other materials that might improve their technical understanding of OPP and related NAFTA issues.

Subtask 6.A.2: Provide Spanish/English Interpretation Services of Technical Subject Matter

EPA will provide technical materials to the contractor **30 days** prior to the meeting for interpreter research. The contractor shall provide simultaneous translation between English and Spanish for meetings on Days 1, 2, and 3, and consecutive translation between English and Spanish during a site visit on the afternoon of Day 3.

Subtask 6.B: Procurement of Equipment

The contractor shall secure wireless transmitters and headsets and sound proof booths in order to provide seamless interpretation services to all meeting participants during which such services are required by EPA. Sound-proof interpretation booths shall be set up by the Contractor for the three day meeting. The contractor shall also arrange for any additional interpretation-related equipment required. EPA can provide a list of items that are typically needed for such services but the contractor should make all arrangements for said equipment based on discussion with the EPA technical expert. The equipment shall be set up and installed at the meeting venue on 02 NOV 2015.

Subtask 6.C: Progress Reports and Updates

The contractor shall provide the Work Assignment COR with weekly progress reports or more frequently as the meeting approaches.

Task 6 Deliverables	Due/Time per Deliverable
6.A: Staffing Spanish/English Interpreters	November 3-5, 2015
6.A.1: Meet with Technical Experts and	Within 45 days prior to NAFTA TWG Meeting

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Selected Interpreter	
6.A.2: Provide Spanish/English Interpretation Services of Technical Subject Matter	November 3-5, 2015
6.B: Materials/Equipment Needed for Interpretation Services	November 2-4, 2015 (setup to start the day before the first day of the meeting)
6.C: Progress Reports and Updates	Weekly or more frequently as requested

Task 7: Sign Language Interpretation Services

EPA would like cost estimates for sign language interpretation services to be included as an optional service. Sign language interpretation services may or may not be required during the three day meeting.

The contractor shall secure sign language interpretation services to provide seamless interpretation to meeting participants with hearing disabilities during times such services are required by EPA.

Subtask 7.A.1: Meet with Technical Experts and Selected Interpreters

EPA's technical expert will need to have brief informational discussions with the selected interpreters **45 days** prior to the meeting. The contractor will provide the interpreters with participant books, agendas and any other materials that might improve their technical understanding of OPP and related NAFTA issues.

Subtask 7.A.2: Provide Sign Language Interpretation Services of Technical Subject Matter

EPA will provide technical materials to the contractor **30 days** prior to the meeting for interpreter research. The contractor shall provide simultaneous translation between English and Spanish for meetings on Days 1, 2, and 3, and consecutive translation between English and Spanish during a site visit on the afternoon of Day 3.

Subtask 7.B: Progress Reports and Updates

The contractor shall provide the Work Assignment COR with weekly progress reports or more frequently as the meeting approaches.

Task 7 Deliverables	Due/Time per Deliverable
7.A: Staffing Sign Language Interpreters	November 3-5, 2015
7.A.1: Meet with Technical Experts and Selected Interpreter	Within 45 days prior to NAFTA TWG Meeting
7.A.2: Provide Sign Language Interpretation Services of Technical Subject Matter	November 3-5, 2015
7.B: Progress Reports and Updates	Weekly or more frequently as requested

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4. SCHEDULE OF DELIVERABLES

Listed below is a description of the deliverables and milestones to be completed under this work assignment.

Timeline for Milestones and Deliverables	
Milestones and Deliverables	Due Date
Task 1. Consultation with WA COR, Work Plan Development, and Work Assignment Management	
1.A: Consultation with Work Assignment COR	Within 5 business days after receipt of work assignment
1.B.1: Work Plan and Budget Sent to EPA for Review	Within 15 calendar days of receipt of work assignment
1.B.2: Final Work Plan and Budget sent to EPA	Within 5 calendar days of receipt of CO's comments
1.C.1: Monthly Progress Reports	By the 15 th of each month
1.C.2: Communication on Status of Project	Weekly or more frequently
Task 2. Meeting Facilities	
2.A: Arrange for Meeting and Sleeping Rooms and Enter into Contract with Hotel/Meeting Facility	Within 2 weeks after an appropriate facility is selected by EPA
2.B: Audiovisual Equipment, Printers and Laptops	November 2-5, 2015 (setup to start the day before the first day of the meeting)
2.C: Work with Hotel to Make Meeting as "Green" as Possible	Ongoing
Task 3. Preparation of Meeting Documents	
3.A.1: Recording of Meeting	Within 5 business days of the end of the meeting
3.A.2: Transcription	Within 10 business days of end of the meeting
3. B: Copy and Print	As needed, during meeting
Task 4. Meeting Registration	
4.A: Develop & Maintain Web Page for On-line Registration and Other Meeting Information	Within 60 days prior to NAFTA TWG Meeting
4.A.1: Draft NAFTA TWG Registration Form	Within 45 days prior to NAFTA TWG Meeting
4.A.2: Final NAFTA TWG Registration Form	Within 30 days prior to NAFTA TWG Meeting

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4.A.3: Final Participant List	November 13, 2015 - 1 week following the NAFTA TWG Meeting
4.B: Participant Name Badges and Name Tents	Within 21 days prior to NAFTA TWG Meeting
Task 5. On-Site Meeting Support	
5.A: Staffing and On-Site Logistical Support	Starting the day before Day 1 of the meeting, and through Day 3
5.B: Contract for Ground Transportation for	Within 45 days prior to NAFTA TWG Meeting
Task 6. English/Spanish Interpretation Services and Equipment Procurement	
6.A: Staffing Spanish/English Interpreters	November 3-5, 2015
6.A.1: Meet with Technical Experts and Selected Interpreter	Within 45 days prior to NAFTA TWG Meeting
6.A.2: Provide Spanish/English Interpretation Services of Technical Subject Matter	November 3-5, 2015
6.B: Materials/Equipment Needed for Interpretation Services	November 2-4, 2015 (setup to start the day before the first day of the meeting)
6.C: Progress Reports and Updates	Weekly or more frequently as requested
Task 7. Sign Language Interpretation Services	
7.A: Staffing Sign Language Interpreters	November 3-5, 2015
7.A.1: Meet with Technical Experts and Selected Interpreter	Within 45 days prior to NAFTA TWG Meeting
7.A.2: Provide Sign Language Interpretation Services of Technical Subject Matter	November 3-5, 2015
7.B: Progress Reports and Updates	Weekly or more frequently as requested

5. OTHER COMMUNICATIONS REQUIREMENTS

The Contractor WAM shall maintain at least weekly telephone communications with the EPA WA COR regarding the status of work under this Work Assignment. The Contractor WAM shall also keep the EPA Contract Level COR informed once in ten days, or more frequently if needed, on the progress of the work. The Contractor shall submit monthly progress reports to the CO.

Technical Direction

The Contractor shall receive technical direction within the contract from the Contract Level COR and on the statement of work on this Work Assignment from the WA COR. Technical direction will be issued in writing or confirmed in writing within five (5) days after oral issuance. If the Contractor has not received written confirmation within five (5) calendar days of an oral issuance,

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the Contractor will notify the Contract Level COR.

Review and Format of Work Products

The Contractor shall submit all work products in draft form for review and approval by the appropriate Government personnel prior to preparation and issuance in final form, in accordance with the terms and conditions of the contract. The Government will make all final determinations and decisions after reviewing the Contractor's final work product. The Contractor shall provide all reports, media, and/or affiliated deliverables in a format that is compatible with the ordering agency's software requirements, or as requested by the Contract Level COR. The Contractor should understand that content and execution might also be required in accessible formats for the physically challenged, i.e., Section 508 requirements.

Section 508 Compliance

As directed by the Agency, database deliverables, where applicable, shall be in compliance with Section 508, Accessibility Standards of the Rehabilitation Act, of 1973 and Amendments of 1998. When preparing deliverables, the Contractor shall refer to the most recent version of the 508 Standards at: <http://www.access-board.gov/guidelines-and-standards/communications-and-it/about-the-section-508-standards/guide-to-the-section-508-standards>

Organizational Representation

The Contractor shall not represent itself as EPA to outside parties. To maintain public trust, the Contractor shall identify themselves as agency contractors, at the onset of any communications with outside parties.

Inherently Governmental Functions

The Contractor shall not engage in activities of an inherent governmental nature such as the following:

1. Formulation of Agency policy
2. Selection of Agency priorities
3. Development of Agency regulations

Should the Contractor receive any instruction from an EPA staff person the Contractor ascertains to fall into any of these categories or goes beyond the scope of the contract or work assignment, the Contractor will immediately contact the CO, Contract Level COR or WA COR.

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES	
				1 2	
2. AMENDMENT/MODIFICATION NO. 001		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO. PR-OCSP-16-00006	
6. ISSUED BY HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460		7. ADMINISTERED BY (If other than Item 6)		5. PROJECT NO. (If applicable)	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) ENDYNA INC 1345 LANCIA DRIVE MCLEAN VA 221022203		(x)		9A. AMENDMENT OF SOLICITATION NO.	
				9B. DATED (SEE ITEM 11)	
		x		10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-11-051 0043	
				10B. DATED (SEE ITEM 13) 09/14/2015	
CODE	(b)(4)	FACILITY CODE			

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.
 Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required) Net Increase: \$21,736.00
 16-17-B-32P008X-401CJ3-2584-QF-J3P07FM-1632FED005-001

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE X	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A. FAR 52.243-1 - Changes -- Fixed Price
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: (b)(4)
 TOCOR: Wanda Hall Max Expire Date: 11/16/2015

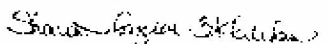
LIST OF CHANGES:

Reason for Modification : Change Order

The purpose of this modification is to revise Task 6 - English/Spanish Interpretation Services and Equipment Procurement as indicated in the attached revised Statement of Work (SOW). Funds are provided in the amount of \$21,736.00 to cover the revision, and the cost for this action is valid in accordance with Endyna's revised proposal dated 07 October 2015.

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Sharon Whitehair	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA  (Signature of Contracting Officer)	16C. DATE SIGNED 10/23/2015

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED

EP-W-11-051/0043/001

PAGE

OF

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NAME OF OFFEROR OR CONTRACTOR

ENDYNA INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0002	<p>Delivery: 10/23/2015 Delivery Location Code: HPOD HPOD US Environmental Protection Agency William Jefferson Clinton Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460 USA</p> <p>Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts Durham NC 27711</p> <p>FOB: Destination Period of Performance: 09/14/2015 to 11/16/2015</p> <p>2015 National Free Trade Agreement Technical Working Group on Pesticides Meeting</p> <p>The purpose of this modification is to revise Task 6 - English/Spanish Interpretation Services and Equipment Procurement as indicated in the attached revised Statement of Work (SOW). Funds are provided in the amount of \$21,736.00 to cover the revision, and the cost for this action is valid in accordance with Endyna's revised proposal dated 07 October 2015.</p> <p>Line of Accounting - 16-17-B-32P008X-401CJ3-2584-QF-J3P07FM-1632FED005- 001 - \$21,736.00</p>				21,736.00

STATEMENT OF WORK
Contract Number: EP-W-11-051
Task Order Number: 43

Title: 2015 North American Free Trade Agreement Technical Working Group on Pesticides Meeting

Period of Performance: September 10, 2015 - November 16, 2015

Primary COR: Wanda Hall
hall.wanda@epa.gov
Tel: 703-347-8448

Alternate COR: Kathryn Boyle
boyle.kathryn@epa.gov
Tel: 703-305-6304

Project Officer: Alisa Fisher
Fisher.alisa@epa.gov
202-564-2122

Contracting Officer: Sharon Whitehair
Whitehair.sharon@epa.gov
202-564-4764

1. BACKGROUND

The North American Free Trade Agreement (NAFTA) Technical Working Group (TWG) on Pesticides was established in 1997 to streamline certain pesticide shipments between Canada, Mexico, and the United States. Its primary objective is to develop relevant and cost-effective pesticide regulation and trade among the three countries and meet the environmental, ecological, and human health objectives of NAFTA. TWG partners address trade issues, national regulatory and scientific capacity, governmental review burden, and coordination of regulatory decision making and industry burden reduction.

There are two NAFTA TWG on Pesticides meetings a year: a government-only meeting with the Executive Board and other regulatory officials, and a government-stakeholder meeting with the Executive Board, regulatory officials, and interested stakeholders such as growers, industry, and public interest groups. The public is consulted in advance of these meetings to identify topics of interest, and public meeting summaries are published to report on key outcomes from the meetings.

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2. PURPOSE

The 2015 NAFTA TWG on Pesticides government-stakeholder meeting brings together representatives and experts from the three NAFTA governments and interested stakeholders to discuss pesticide issues as they relate to the North American Free Trade Agreement. In 2015, EPA's Office of Pesticide Programs will host the workshop in Raleigh/Durham, North Carolina.

The purpose of this work assignment is to provide for logistical and administrative support to the Office of Pesticide Programs before, during, and after the NAFTA TWG Meeting, to be held November 03-05, 2015 in Raleigh/Durham, North Carolina. EPA anticipates attendance between 50-200 participants, varying by meeting days (days one and three ~50 attendees and on day two, ~200 attendees). Day three will be a site visit for approximately 50 participants. Attendees will include government representatives and scientific experts, and representatives from nongovernmental organizations including environmental groups, grower groups, and industry.

3. SCOPE OF WORK

This performance work statement describes EPA requirements regarding services to be rendered by the contractor for the NAFTA TWG on Pesticides Meeting. The contractor shall make all necessary arrangements and provide services including skilled staffing, equipment, transportation, meals, and props, as specified, (e.g., large protocol flags for the USA, Mexico and Canada, small table flags for the represented countries, as well as floor and table stands for the flags and country placards will be needed) to hold a 3 day international meeting in Raleigh/Durham, North Carolina during November 03-05, 2015. Activities the Contractor shall perform under this work assignment may include (but are not limited to) the following:

Task 1: Consultation with Work Assignment Contracting Officer's Representative, Work Plan Development, and Work Assignment Management

Subtask 1.A: Consultation with Work Assignment Contracting Officer's Representative

The Contractor shall hold an initial consultation with the Work Assignment Contracting Officer's Representative (WA COR) to discuss the vision for this task order and clarify any outstanding questions. The meeting will also serve to hone the anticipated support needed and more precisely focus the associated timeline.

Subtask 1.B: Work Plan Development

Subtask 1.B.1: Work Plan and Budget Sent to EPA for Review

The Contractor shall develop and submit to EPA for consideration a work plan to address the Statement of Work for this work assignment. The work plan shall include the proposed technical approach, staffing plan, budget, and deliverables schedule for each task and subtask under this work assignment.

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Subtask 1.B.2: Final Work Plan and Budget

If the Contract Level COR requests revisions, the Contractor shall prepare a revised work plan, incorporating the CO's comments, if required.

Subtask 1.C: Work Assignment Management

Subtask 1.C.1: Progress Reports

The Contractor shall prepare and submit to EPA monthly technical and financial progress reports in conformance with the requirements of the contract.

Subtask 1.C.2: Communication

The Contractor shall maintain weekly or daily communication with the WA COR, via email and/or phone, to discuss the status of ongoing work and project funding. The Contractor shall meet the WA COR on a monthly basis or more frequently as the NAFTA TWG Meeting approaches.

Task 1 Deliverables	Due
1.A: Consultation with Work Assignment COR	Within 5 business days after receipt of work assignment
1.B.1: Work Plan and Budget Sent to EPA for Review	Within 15 calendar days of receipt of work assignment
1.B.2: Final Work Plan and Budget	Within 5 calendar days of receipt of CO's comments
1.C.1: Monthly Progress Reports	By the 15 th of each month
1.C.2: Communication on Status of Project	Weekly or more frequently

Task 2: Meeting Facilities

Subtask 2.A: Arrange for Meeting and Sleeping Rooms and Enter into Contract with Hotel/Meeting Facility

The Contractor shall work with staff of the hotel selected by the EPA and the WA COR to finalize all facility (i.e., sleeping rooms, meeting space and related services) and administrative support arrangements to accommodate the needs of the NAFTA TWG meeting. The contractor shall meet with the WA COR via teleconference or in person at the EPA OPP offices during the life of the contract and planning stages for the meeting.

The Contractor shall reserve public meeting facilities with the appropriate capacity and appointments (such as audio-visual equipment, seating, speakers, and display tables, handicapped access) to serve the needs of the EPA and the meeting participants. The meeting venue, guest rooms, transportation, presentations, and public facilities shall meet the requirements of the Americans with Disabilities Act (ADA).

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The Contractor shall negotiate and sign a contract with the selected hotel, securing a block of sleeping rooms at a reduced government rate for government meeting participants, as well as an additional block of sleeping rooms at a reduced rate for other, non-governmental stakeholders (if not already completed by EPA). The contract will include information such as room rates, the number of rooms reserved for each block of sleeping rooms, the number of nights the rooms in each block is available, check in/check out times, the code(s) that meeting participants must use to receive the reduced rate(s), and standard cancellation, attrition, and other pertinent clauses. After the contract is finalized, the Contractor will maintain frequent e-mail and phone contact with the hotel to ensure that the blocked rooms for the meeting are being reserved. The hotel will ensure that the reservations experience of meeting participants is a seamless one.

The bills for the sleeping rooms will be paid by the participants. Meeting attendees will be responsible for making their own reservations, forwarding required deposits, and establishing credit with the hotel in accordance with the guidance and cutoff dates to be specified in the registration form. The Contractor shall keep an updated reservation list, and shall work with the hotel to receive this information, including name of participant, arrival date, and departure date. The Contractor shall crosscheck this information against participant registration received through the meeting registration Web site (see Task 5.A) and keep EPA informed of hotel and meeting registration progress and status.

Subtask 2.B: Audiovisual Equipment, Printers and Extra Laptop Computers

The Contractor shall arrange for audiovisual (A/V) equipment, as well as printing and copying services, and will arrange for the availability of 3 laptops with wireless internet access to be accessible to the government officials and EPA meeting coordinators. Further, the Contractor shall ensure that all equipment in the meeting rooms are installed and operational prior to and during the three day meeting. The Contractor shall provide on-site services needed by meeting speakers/presenters, such as loading their presentations/documents onto the LCD projector, advancing their slides, copying/distributing hard copy handouts, and other miscellaneous logistical or A/V needs.

The Contractor shall provide a Conference/Project Manager to meet with EPA's staff the afternoon before the beginning of the NAFTA meeting to review the setup of the meeting rooms and any meeting handouts, badges, placards and flags for EPA review. He/she shall be present for the first two hours of the meeting to oversee the set-up and start of the meeting, and shall send additional staff to the NAFTA meeting if necessary.

Subtask 2.C: Make Meeting as "Green" as Possible

The contractor shall follow the contract EPAAR clause 1552.223-71, EPA Green Meetings and conferences. More information about EPA's Green Meetings initiative may be found on the internet at <http://www.epa.gov/oppt/greenmeetings/>.

The Contractor shall work with EPA's chosen hotel to make the meeting as "green" as possible , including, but not limited to, the provision of recycling containers for cans, bottles, paper, etc.

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power saver features on leased equipment, and other pollution prevention techniques acceptable to both the hotel and EPA. The Contractor shall provide for badge and name tent recycling. The Contractor shall complete and submit the green facility checklist with each workplan submitted.

Task 2 Deliverables	Due/Time per Deliverable
2.A: Arrange for Meeting and Sleeping Rooms and Enter into Contract with Hotel/Meeting Facility	Within 2 weeks after an appropriate facility is selected by EPA
2.B: Audiovisual Equipment, Printers and Laptops	November 2-5, 2015 (setup to start the day before the first day of the meeting)
2.C: Work with Hotel to Make Meeting as “Green” as Possible	Ongoing

Task 3: Preparation for Meeting Presentations

Subtask 3.A: Provide Meeting Audio Recording and/or Transcription

Subtask 3.A.1 Audio Recording

The contractor shall make all arrangements to have the 3 sessions of the meeting audio-recorded by a professional audio technician, and provide the WA COR with 2 complete sets of compact disks within 5 business days of the end of the meeting.

Subtask 3.A.2 Transcription

If determined that transcription is needed, the contractor shall provide onsite reporting services and produce a verbatim transcript of meeting proceedings. The contractor shall arrange to have transcripts of the meeting provided to EPA within 10 business days of end of the meeting. The transcriber is responsible for recording the meeting on his/her own equipment.

Subtask 3.B: Provide Copies and Printouts as Needed

The Contractor shall work closely with the WA COR to produce any meeting handouts or copies requested at the meeting. If public briefing books are developed, the Contractor shall ship them to the hotel no later than 1 week before the meeting for on-site distribution to the meeting participants.

Task 3 Deliverables	Due/Time per Deliverable
3.A.1: Recording of Meeting	Within 5 business days of the end of the meeting
3.A.2: Transcription	Within 10 business days of end of the meeting
3. B: Copy and Print	As needed, during meeting

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Task 4: Meeting Registration

Subtask 4.A: Develop & Maintain Web Page for On-line Registration and Other Meeting Information

The Contractor shall provide a junior coordinator to administer receptionist services during the course of the meeting to register attendees, provide agenda and government official roster, copy material, typing assistance, develop and receive registration forms, and maintain an on-going list of registered participants.

The Contractor shall collect copies of all meeting presentation materials at the meeting and provide the COR a list of all public presenters, with their affiliations, at the end of the meeting. EPA will send out the registration forms requesting each participant's name, title, affiliation, telephone, fax, email, mailing address, stakeholder group (industry, grower, public interest group), and whether the participant will require interpretation services during the meeting.

The Contractor shall assemble and include the following meeting-related information on the registration form: relevant logistical information, hotel reservation instructions, reservation deadlines, directions, and public transportation options to the hotel, draft agendas, and other appropriate information. The Contractor will incorporate the logo of the NAFTA TWG prominently into the design of the registration form.

Subtask 4.A.1: Draft NAFTA TWG Registration Form

The Contractor shall submit the draft registration form to the WA COR for review and comment.

Subtask 4.A.2: Final NAFTA TWG Registration Form

Following receipt of WA COR comments, the Contractor shall revise the registration form to produce a final meeting-registration form. The participants will then contact the Contractor with their completed registration forms, which the Contractor will log into a meeting response database.

Subtask 4.A.3: Final Participant List

Within a week following the NAFTA TWG meeting, the Contractor shall furnish to the WA COR a final list of participants who attended the meeting, including those who attended the field trip.

Subtask 4.B: Prepare Participant Name Badges and Name Tents

The Contractor shall furnish name badges for all registered participants (including name, affiliation, and country), name tents for government officials, and directional signage. The Contractor shall have the on-site capability of producing additional or corrected name badges and name tents. The Contractor will use the NAFTA TWG logo furnished by the WA COR for designing the name badges and name tents, an example of which will be provided to the WA COR for approval at least 3 weeks prior to the meeting. A list of registered participants shall be handed out as part of the meeting registration process. As participants arrive, the Contractor shall ensure that each participant verifies their contact information from the participant list and then distribute

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name badges (including handouts and/or briefing books) to the participants.

Task 4 Deliverables	Due/Time per Deliverable
4.A: Develop & Maintain Web Page for On-line Registration and Other Meeting Information	Within 60 days prior to NAFTA TWG Meeting
4.A.1: Draft NAFTA TWG Registration Form	Within 45 days prior to NAFTA TWG Meeting
4.A.2: Final NAFTA TWG Registration Form	Within 30 days prior to NAFTA TWG Meeting
4.A.3: Final Participant List	November 13, 2015 - 1 week following the NAFTA TWG Meeting
4.B: Participant Name Badges and Name Tents	Within 21 days prior to NAFTA TWG Meeting

Task 5: On-Site Meeting Support

Subtask 5.A: Staffing and On-Site Logistical Support

The Contractor shall provide appropriate number of staff members to support all on-site logistical activities. The Contractor personnel will staff a registration desk and manage a message/information center, monitor the operation of A/V equipment, ensure that all meeting facilities are properly arranged and that all support services are coordinated and efficiently provided, interact with WA COR and hotel staff, create and strategically place directional signage at the hotel, and provide overall management of logistical concerns. At the request of the WA COR, the Contractor shall arrange electrical and communication hook-ups at the registration desk for copying machines and laptops. The Contractor shall work with the hotel to ensure that sufficient electrical power and communications connections are provided in each meeting room.

Subtask 5.B: Arrange for Ground Transportation for Site Visit

The Contractor shall arrange for ground transportation for approximately 50-60 people to attend an Off-Site Visit on the evening of Day 2 (04 NOV 2015), and afternoon of Day 3 (05 NOV 2015). Should the number of participants for the site visit vary significantly from this initial estimate, the size and type of charter bus may need to be altered. The location, duration, and other details will be provided by the WA COR.

Task 5 Deliverables	Due/Time per Deliverable
5.A: Staffing and On-Site Logistical Support	Starting the day before Day 1 of the meeting, through Day 3
5.B: Contract for Ground Transportation for Site Visit	Within 45 days prior to NAFTA TWG Meeting

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Task 6: English / Spanish Interpretation Services and Equipment Procurement

English/Spanish interpretation services and related procurement of equipment for such services as will be required during the three day meeting. The interpreters will have the credentials needed for simultaneous interpretation services for a meeting which includes discussions of highly technical and regulatory material. Equipment shall include appropriate interpreters' booth, headsets for up to 200 participants, and any other audio equipment needed for interpretation services.

The contractor shall secure English/Spanish simultaneous interpretation services in order to provide seamless interpretation services to all meeting participants during which such services are required by EPA. The Contractor shall also provide English/Spanish interpreters on Meeting Day 3 to accompany government delegates on the afternoon field trip to North Carolina State University.

Subtask 6.A.1: Meet with Technical Experts and Selected Interpreters

EPA's technical expert will need to have brief informational discussions with the selected interpreters **45 days** prior to the meeting. The contractor will provide the interpreters with participant books, agendas and any other materials that might improve their technical understanding of OPP and related NAFTA issues.

Subtask 6.A.2: Provide Spanish/English Interpretation Services of Technical Subject Matter

EPA will provide technical materials to the contractor **30 days** prior to the meeting for interpreter research. The contractor shall provide simultaneous translation between English and Spanish for meetings on Days 1, 2, and 3, and consecutive translation between English and Spanish during a site visit on the afternoon of Day 3.

Subtask 6.B: Procurement of Equipment

The contractor shall secure wireless transmitters and headsets and sound proof booths in order to provide seamless interpretation services to all meeting participants during which such services are required by EPA. Sound-proof interpretation booths shall be set up by the Contractor for the three day meeting. The contractor shall also arrange for any additional interpretation-related equipment required. EPA can provide a list of items that are typically needed for such services but the contractor should make all arrangements for said equipment based on discussion with the EPA technical expert. The equipment shall be set up and installed at the meeting venue on 02 NOV 2015.

Subtask 6.C: Progress Reports and Updates

The contractor shall provide the Work Assignment COR with weekly progress reports or more frequently as the meeting approaches.

Task 6 Deliverables	Due/Time per Deliverable
6.A: Staffing Spanish/English Interpreters	November 3-5, 2015
6.A.1: Meet with Technical Experts and	Within 45 days prior to NAFTA TWG Meeting

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Selected Interpreter	
6.A.2: Provide Spanish/English Interpretation Services of Technical Subject Matter	November 3-5, 2015
6.B: Materials/Equipment Needed for Interpretation Services	November 2-4, 2015 (setup to start the day before the first day of the meeting)
6.C: Progress Reports and Updates	Weekly or more frequently as requested

Task 7: Sign Language Interpretation Services

EPA would like cost estimates for sign language interpretation services to be included as an optional service. Sign language interpretation services may or may not be required during the three day meeting.

The contractor shall secure sign language interpretation services to provide seamless interpretation to meeting participants with hearing disabilities during times such services are required by EPA.

Subtask 7.A.1: Meet with Technical Experts and Selected Interpreters

EPA's technical expert will need to have brief informational discussions with the selected interpreters **45 days** prior to the meeting. The contractor will provide the interpreters with participant books, agendas and any other materials that might improve their technical understanding of OPP and related NAFTA issues.

Subtask 7.A.2: Provide Sign Language Interpretation Services of Technical Subject Matter

EPA will provide technical materials to the contractor **30 days** prior to the meeting for interpreter research. The contractor shall provide simultaneous translation between English and Spanish for meetings on Days 1, 2, and 3, and consecutive translation between English and Spanish during a site visit on the afternoon of Day 3.

Subtask 7.B: Progress Reports and Updates

The contractor shall provide the Work Assignment COR with weekly progress reports or more frequently as the meeting approaches.

Task 7 Deliverables	Due/Time per Deliverable
7.A: Staffing Sign Language Interpreters	November 3-5, 2015
7.A.1: Meet with Technical Experts and Selected Interpreter	Within 45 days prior to NAFTA TWG Meeting
7.A.2: Provide Sign Language Interpretation Services of Technical Subject Matter	November 3-5, 2015
7.B: Progress Reports and Updates	Weekly or more frequently as requested

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4. SCHEDULE OF DELIVERABLES

Listed below is a description of the deliverables and milestones to be completed under this work assignment.

Timeline for Milestones and Deliverables	
Milestones and Deliverables	Due Date
Task 1. Consultation with WA COR, Work Plan Development, and Work Assignment Management	
1.A: Consultation with Work Assignment COR	Within 5 business days after receipt of work assignment
1.B.1: Work Plan and Budget Sent to EPA for Review	Within 15 calendar days of receipt of work assignment
1.B.2: Final Work Plan and Budget sent to EPA	Within 5 calendar days of receipt of CO's comments
1.C.1: Monthly Progress Reports	By the 15 th of each month
1.C.2: Communication on Status of Project	Weekly or more frequently
Task 2. Meeting Facilities	
2.A: Arrange for Meeting and Sleeping Rooms and Enter into Contract with Hotel/Meeting Facility	Within 2 weeks after an appropriate facility is selected by EPA
2.B: Audiovisual Equipment, Printers and Laptops	November 2-5, 2015 (setup to start the day before the first day of the meeting)
2.C: Work with Hotel to Make Meeting as "Green" as Possible	Ongoing
Task 3. Preparation of Meeting Documents	
3.A.1: Recording of Meeting	Within 5 business days of the end of the meeting
3.A.2: Transcription	Within 10 business days of end of the meeting
3. B: Copy and Print	As needed, during meeting
Task 4. Meeting Registration	
4.A: Develop & Maintain Web Page for On-line Registration and Other Meeting Information	Within 60 days prior to NAFTA TWG Meeting
4.A.1: Draft NAFTA TWG Registration Form	Within 45 days prior to NAFTA TWG Meeting
4.A.2: Final NAFTA TWG Registration Form	Within 30 days prior to NAFTA TWG Meeting

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4.A.3: Final Participant List	November 13, 2015 - 1 week following the NAFTA TWG Meeting
4.B: Participant Name Badges and Name Tents	Within 21 days prior to NAFTA TWG Meeting
Task 5. On-Site Meeting Support	
5.A: Staffing and On-Site Logistical Support	Starting the day before Day 1 of the meeting, and through Day 3
5.B: Contract for Ground Transportation for	Within 45 days prior to NAFTA TWG Meeting
Task 6. English/Spanish Interpretation Services and Equipment Procurement	
6.A: Staffing Spanish/English Interpreters	November 3-5, 2015
6.A.1: Meet with Technical Experts and Selected Interpreter	Within 45 days prior to NAFTA TWG Meeting
6.A.2: Provide Spanish/English Interpretation Services of Technical Subject Matter	November 3-5, 2015
6.B: Materials/Equipment Needed for Interpretation Services	November 2-4, 2015 (setup to start the day before the first day of the meeting)
6.C: Progress Reports and Updates	Weekly or more frequently as requested
Task 7. Sign Language Interpretation Services	
7.A: Staffing Sign Language Interpreters	November 3-5, 2015
7.A.1: Meet with Technical Experts and Selected Interpreter	Within 45 days prior to NAFTA TWG Meeting
7.A.2: Provide Sign Language Interpretation Services of Technical Subject Matter	November 3-5, 2015
7.B: Progress Reports and Updates	Weekly or more frequently as requested

5. OTHER COMMUNICATIONS REQUIREMENTS

The Contractor WAM shall maintain at least weekly telephone communications with the EPA WA COR regarding the status of work under this Work Assignment. The Contractor WAM shall also keep the EPA Contract Level COR informed once in ten days, or more frequently if needed, on the progress of the work. The Contractor shall submit monthly progress reports to the CO.

Technical Direction

The Contractor shall receive technical direction within the contract from the Contract Level COR and on the statement of work on this Work Assignment from the WA COR. Technical direction will be issued in writing or confirmed in writing within five (5) days after oral issuance. If the Contractor has not received written confirmation within five (5) calendar days of an oral issuance,

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the Contractor will notify the Contract Level COR.

Review and Format of Work Products

The Contractor shall submit all work products in draft form for review and approval by the appropriate Government personnel prior to preparation and issuance in final form, in accordance with the terms and conditions of the contract. The Government will make all final determinations and decisions after reviewing the Contractor's final work product. The Contractor shall provide all reports, media, and/or affiliated deliverables in a format that is compatible with the ordering agency's software requirements, or as requested by the Contract Level COR. The Contractor should understand that content and execution might also be required in accessible formats for the physically challenged, i.e., Section 508 requirements.

Section 508 Compliance

As directed by the Agency, database deliverables, where applicable, shall be in compliance with Section 508, Accessibility Standards of the Rehabilitation Act, of 1973 and Amendments of 1998. When preparing deliverables, the Contractor shall refer to the most recent version of the 508 Standards at: <http://www.access-board.gov/guidelines-and-standards/communications-and-it/about-the-section-508-standards/guide-to-the-section-508-standards>

Organizational Representation

The Contractor shall not represent itself as EPA to outside parties. To maintain public trust, the Contractor shall identify themselves as agency contractors, at the onset of any communications with outside parties.

Inherently Governmental Functions

The Contractor shall not engage in activities of an inherent governmental nature such as the following:

1. Formulation of Agency policy
2. Selection of Agency priorities
3. Development of Agency regulations

Should the Contractor receive any instruction from an EPA staff person the Contractor ascertains to fall into any of these categories or goes beyond the scope of the contract or work assignment, the Contractor will immediately contact the CO, Contract Level COR or WA COR.

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES
1 13

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 10/23/2015		2. CONTRACT NO. (If any) EP-W-11-051		6. SHIP TO: a. NAME OF CONSIGNEE Alisa Fisher, COR, 202-564-2122	
3. ORDER NO. 0046		4. REQUISITION/REFERENCE NO. PR-OA-16-00007			
5. ISSUING OFFICE (Address correspondence to) HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460				b. STREET ADDRESS U.S. EPA William Jefferson Clinton Bldg. 1200 Pennsylvania Ave., NW Mail Code 1400R	
				c. CITY Washington	e. ZIP CODE 20460
7. TO: a. NAME OF CONTRACTOR ENDYNA INC				f. SHIP VIA	
b. COMPANY NAME				8. TYPE OF ORDER <input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY	
c. STREET ADDRESS 1345 LANCIA DRIVE				REFERENCE YOUR: Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
d. CITY MCLEAN		e. STATE VA	f. ZIP CODE 221022203	Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE HPOD	

11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input checked="" type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input checked="" type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB				12. F.O.B. POINT Destination	
13. PLACE OF a. INSPECTION b. ACCEPTANCE		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) 10/19/2015	
16. DISCOUNT TERMS					

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: (b)(4) Logistical and Administrative Support for the Science Advisory Board's (SAB) Farm, Ranch, and Rural Communities Committee (FRRCC) being held on 22 October 2015 TOCOR: Alisa Fisher Max Expire Date: Continued ...					

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
	21. MAIL INVOICE TO:						
	a. NAME RTP Finance Center						\$9,225.92
	b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive						\$9,225.92
c. CITY Durham			d. STATE NC	e. ZIP CODE 27711		17(i) GRAND TOTAL	

22. UNITED STATES OF AMERICA BY (Signature)

10/23/2015

Sharon Whitehair

ELECTRONIC SIGNATURE

23. NAME (Typed)
Sharon Whitehair
TITLE: CONTRACTING/ORDERING OFFICER

ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION

PAGE NO
2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 10/23/2015	CONTRACT NO. EP-W-11-051	ORDER NO. 0046
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p>11/02/2015 Admin Office: HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460 Period of Performance: 10/19/2015 to 11/02/2015</p> <p>Logistical and Administrative Support for the Science Advisory Board's (SAB) Farm, Ranch, and Rural Communities Committee (FRRCC)being held on 22 October 2015. This task order is awarded in accordance with the attached Statement of Work and Endyna's proposal dated 09 October 2015.</p> <p>Accounting Info: 15-16-B-11Q-ZZZME8-2504-1611A51072-001 BFY: 15 EFY: 16 Fund: B Budget Org: 11Q Program (PRC): ZZZME8 Budget (BOC): 2504 DCN - Line ID: 1611A51072-001 Funding Flag: Partial Funded: \$9,225.92</p>				9,225.92	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$9,225.92

Statement of Work
Contract Number: EP-W-11-051
Task Order: 46

- I. TITLE:** Facilitation Service for the FRRCC Committee Meeting
- II. PERIOD OF PERFORMANCE:** 19 October 2015 thru 02 November 2015
- III. TOTAL ESTIMATED HOURS:** Hours

Facilitation: Approximately 16 hours (Facilitation at 1 FRRCC meetings, plus preparation and facilitation services in between meetings)

IV. BACKGROUND:

The Farm, Ranch, and Rural Communities Committee (FRRCC) is a U.S. Environmental Protection Agency (EPA) advisory committee subject to the Federal Advisory Committee Act (FACA). FRRCC provides advice to the EPA Administrator on EPA's interaction with the agriculture community. The FRRCC's next meeting is scheduled for October 22, 2015 at the Colorado Department of Agriculture in Broomfield, Colorado (Denver metro area). Facilitation services are needed on October 22, 2015.

V. PURPOSE AND OBJECTIVE:

The FRRCC requires professional summary writing and facilitation services for all its meetings. The summaries become part of the U.S. Government's official federal records. We are required to share the summaries with the public. The contractor shall facilitate discussion and movement between presentations in accordance with the agenda and keep participants focused on the discussion points at hand. In addition, the contractor shall be responsible for keeping the speakers and participants on time according to the agenda.

This meeting will be attended by EPA officials and high level officials from other federal agencies. Due to the high visibility and importance of this meeting, we need the services of a credible company that delivers high quality products and has extensive experience with EPA and with FACA committee meetings.

VI. QUALITY ASSURANCE (QA) REQUIREMENTS

Check [] Yes if the following is required or [X] NO if the following is not required. The contractor shall submit with their technical proposal a written Quality Assurance Project Plan for any project that is developing environmental measurements or a Quality Assurance Supplement to the Quality Management Plan for any project which generates environmental data using models.

TO COR will provide additional information here, if **Yes** is checked above.

VII. TASKS AND DELIVERABLES:

The TO COR will review all deliverables in draft form and provide revisions and/or comments to the contractor. The contractor shall prepare the final deliverables incorporating the TO COR's comments. The contractor shall provide the TO COR with both electronic and hard copy versions of all deliverables.

Contractor personnel shall at all times identify themselves as contractor employees and shall not present themselves as EPA employees. Furthermore, they shall not represent the views of the U.S. Government, EPA, or its employees. In addition, the contractor shall not engage in inherently governmental activities, including but not limited to actual determination of EPA policy and preparation of documents on EPA letterhead.

Facilitation Support Services:

Task 1: Facilitation Support Services:

Facilitation services are needed for pre-meeting sessions, two (2) days of the meeting, as well as follow-up discussions after the meeting.

On the day of the meeting (October 22, 2015), the committee will meet in plenary session from 9:00 am to 5:00 pm. Facilitation services **are needed** for this session.

The Contractor shall select a senior dispute resolution professional(s) to act as facilitator(s) for this meeting in consultation with the Designated Federal Officer (DFO), Project Officer (PO) and Contracting Office Representative (COR).

Prior to the meeting, the contractor, along with the DFO, Technical Lead and COR, shall talk with Committee members and others involved in the project/issue to discuss the goals and purpose of the discussions, the technical or substantive issues involved, group relationships and interactions, ground rules for discussions and meetings, timing and schedule for providing input or recommendations regarding the dialogue, decision or document.

The contractor shall work with the DFO, Technical Lead and COR, and Chair to develop a work plan (in accordance with the requirements of the contract) and draft agenda for the

meeting. The contractor may consult EPA and all relevant parties in preparing a draft agenda.

Upon receipt of Technical Direction from the EPA COR, the contractor shall provide or arrange for the participation of subject matter specialists, panelists, or presenters necessary to the goal of the project.

At the direction of the COR, the contractor shall communicate by phone (primarily) or in writing with participants and between meetings to ensure that issues and concerns have been communicated accurately and that participants are adequately prepared for the meeting. The contractor shall keep confidential that information which parties specify as confidential.

At the direction of the COR, the contractor shall facilitate the plenary sessions and conference calls. As facilitator, the contractor shall assist participants in articulating their interests, identifying areas of agreement, and developing consensus solutions to the problems that divide them. The facilitator shall keep the parties talking, listening, and moving--as much as possible-- towards the goal of the process. THE FACILITATOR SHALL NOT TAKE A POSITION ON THE MERITS NOR RECOMMEND TO THE PARTIES WHAT THE SUBSTANTIVE RESOLUTION OF AN ISSUE SHOULD BE.

At the direction of the COR, the contractor shall review and provide feedback on draft meeting summaries to the EPA PO, COR, Technical Leads, and Chair.

Upon receipt of Technical Direction from the COR, the contractor shall assist the Committee in writing reports or recommendations. This assistance may include assisting in design of the document and guidelines for comments; collecting and incorporating comments, suggestions, and changes from the Committee; and circulating drafts and managing discussion of comments. THE FACILITATOR WILL NOT TAKE POSITIONS ON THE SUBSTANTIVE MERITS NOR RECOMMEND TO THE GROUP WHAT THE SUBSTANTIVE RESOLUTION OF AN ISSUE SHOULD BE.

A. Facilitator Experience:

1. The Contractor shall have the following experience, skills, knowledge or educational background:
 - *previous experience facilitating Federal Advisory Committee interactions during and between meetings*
 - *previous experience working with EPA Federal Advisory Committees*
 - *previous experience and knowledge of agricultural and environmental issues and their politically-charged nature*
 - *previous experience in the assessment of agricultural and environmental issues and their complexities*
 - *experience and background in facilitating complex discussions and negotiations involving agricultural issues*

B. Facilitator Work Approach

The Contractor shall approach this task in accordance with terms of the basic contract.

In gathering information or performing research with parties outside the EPA, the contractor will identify him/herself as a contractor to EPA not an EPA employee.

The contractor shall provide input or make recommendations based on the information gathered; however, decisions on all substantive issues will be made by EPA. THE CONTRACTOR SHALL NOT INTERPRET EPA POLICY ON BEHALF OF EPA NOR MAKE DECISIONS ON ITEMS OF POLICY, REGULATION OR STATUTE. THE CONTRACTOR SHALL NOT TAKE A STAND ON THE MERITS OF SUBSTANTIVE ITEMS UNDER DISCUSSION.

THE CONTRACTOR SHALL NOTIFY THE EPA PROJECT OFFICER AND PROGRAM OFFICE CONTACT WHEN 75% OF THE FUNDS PROVIDED HAVE BEEN EXPENDED OR WHEN FUNDING FOR LESS THAN 6 WEEKS WORK REMAINS.

C. Reports and Deliverables

The contractor shall send EPA all reports in accordance with the terms of the basic contract.

The contractor shall provide a work plan within the schedule provided in the basic contract and set out below.

Copies of all reports, meeting notices, agenda, summaries and any other written deliverables shall be sent to both the PO and the COR listed below. If oral briefings are scheduled for EPA staff, the PO and COR shall be notified in time to attend.

All reports shall be provided first in draft form. Upon receipt of comment from the EPA PO and COR, the contractor shall revise the report and distribute final copies as stated in the Statement of Work.

VIII. EPA CONTACTS:

EPA Contracting Officer Representative/Project Officer:

Alisa Fisher, COR

Fisher.alisa@epa.gov

(202) 564-2122

EPA Contracting Officer:

Sharon Whitehair, CO

Whitehair.sharon@epa.gov

(202) 564-4764

IX. SCHEDULE FOR DELIVERABLES:

The contractor shall provide the following specific deliverables to the EPA TO COR:

	DELIVERABLE	FORM AND QUANTITY	SCHEDULE
Task 1:	The Contractor shall select a senior dispute resolution professional(s) to act as facilitator(s) for the meeting in consultation with the Designated Federal Officer (DFO), Project Officer (PO) and Contract Office Representative (COR).		
Task 1:	The contractor shall submit a work plan in accordance with the requirements of this contract.	Approximately 15-20 pages.	10 business days from issuance of task order.
Task 1:	The contractor shall work with the DFO, Technical Lead and COR, and Chair to develop a draft agenda for the meeting.	Approximately 1-2 pages.	2 weeks before the meeting.